

Kelso City Council Agenda

Regular Meeting, 6:00 pm
March 5, 2013
City Hall, Council Chambers
203 S. Pacific
Kelso, WA 98626



****Special accommodations for the handicapped and hearing impaired are available by special arrangement through the City Clerk's Office at 360-423-0900****

Invocation:

Pastor Mike Speegle, Kelso/Longview Seventh-Day Adventist Church

Call to Order:

Roll Call to Council Members:

Approve Minutes:

- February 19, 2013

Presentations:

1. Humane Society – Rick Johnson
2. "ASK" South Kelso Neighborhood revitalization & Action Plan – Portland State University MURP Program

Consent Items:

Citizen Business:

Council Business:

Action/Motion Items:

1. Ordinance, 1st Reading
 - a. NSF Fees
2. Ordinance, 2nd Reading
 - a. Amending KMC 12.20 Parks
3. Ordinance, 2nd Reading
 - a. Credit Card Use
4. Ordinance, 2nd Reading
 - a. Budget Revision #1 - 2013 Fiscal Year
5. Resolution

Kelso City Council Agenda

Regular Meeting, 6:00 pm
March 5, 2013
City Hall, Council Chambers
203 S. Pacific
Kelso, WA 98626



- a. Travel Reimbursement Policy
- 6. Authorize – Purchase
 - a. Public Works Vehicle
- 7. Resolution
 - a. Surplus Personal Property

Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

KELSO CITY COUNCIL
7:00 P.M.

February 19, 2013
REGULAR MEETING

Pastor Dave Davis, Salvation Army, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futcher. Councilmembers in attendance were: Futcher, Lefebvre, Myers, Archer, Roberson, and McDaniel. Councilmember Schimmel was absent.

Minutes: Upon motion by Councilmember Myers, seconded by Councilmember Lefebvre, 'Approve the Minutes of the 2/05/13 Regular Meeting,' motion carried, all voting yes.

PRESENTATIONS:

Waste Control: Waste Control Manager Ken Young gave a presentation about their waste collection services. He commented that customer service is the primary service that Waste Control has to offer and that Waste Control takes the partnership with the City of Kelso very seriously. Waste Control monitors the recycling centers Monday through Friday. He commented that the county landfill will reach its capacity before the end of the year, but the good news is that the new landfill location will have over a 100 year capacity.

South Kelso Railroad Crossing Study: David Evans & Associates Vice President Tom Walsh gave a power point presentation of the South Kelso Railroad Crossing Study Project. The purpose of the study was to give the City a safe and feasible railroad crossing option that will accommodate the installation of the Burlington Northern Santa Fe Railroad third rail. Four alternate options were proposed. After a public meeting in April 2012 and four meetings with a formed stakeholder group, the general concurrence was that option No. 2, the Hazel Street Overcrossing Project, was the preferred option. The next steps are to complete a report and documentation, coordinate with the High Speed Rail Project, which will be completed by 2017, and seek regional support and funding.

Kelso Housing Authority: Executive Director Marion Olmsted spoke of the services and the housing that the KHA provides. In 1998 the KHA purchased the Chinook and the Columbia Apartments. The apartments now provide shelter plus supported services for chronically mentally ill citizens. She spoke of the Section 8 Housing Choice Voucher Program which is funded by the Department of Housing and Urban Development. This program provides housing opportunities to extremely low income citizens. There are 281 vouchers currently serving Kelso families and, at this time, there is a waiting list that extends out to 2 years.

Library Annual Report: Library Manager Cindy Donaldson gave a power point presentation. She briefed Council on the library activities and events for the last year. Through donations from the Red Canoe and the 'Friend's of the Library,' the Library

provides a teen center, an adult center, and a children's center. She commented that last year's statistics showed the library circulated over 75,000 books and library materials and that 722 brand new library cards were issued. She commented that the library computer center is busy with patrons from opening until closing. There will be 2 more computers installed in 2013. The library has logged over 1000 volunteer hours in 2013. She commented that the library is in partnership with the Lower Columbia Community Action Program, the Columbia Theatre, the Missoula Children's Theatre and the Three Rivers Mall.

CONSENT AGENDA:

1. **Liquor License New Applications:** a) Sora Sushi Restaurant, 503 Allen Street, b) Gyros Gyros of Kelso, 351 Three Rivers Drive, Suite 205
2. **Liquor License Special Occasion:** a) B.P.O. Elks Kelso Lodge #1482/Lady of Elks, 900 Ash Street
3. **Liquor License Renewals:** a) Daily Store, 1012 North Pacific Avenue, b) Sunrise Market, 1215 South 6th Avenue, c) Chuck E. Cheese's, 351 Three Rivers Drive
4. **Closeout:** a) CDBG Planning Grant, b) Talley Way Paving Project
5. **Auditing of Accounts:** \$ 1,837,059.14 – January 2013 / February 2013

Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, 'Approve the Consent Agenda and the Auditing of Accounts in the amount of \$1,837,059.14,' motion carried, all voting yes.

COUNCIL BUSINESS:

Property Acquisition Approval: Upon motion by Councilmember McDaniel, seconded by Councilmember Myers, 'Approve the Property Acquisition of the Furniture World Property,' motion carried, all voting yes.

MOTION ITEMS:

Ordinance No. (1st Reading) – Amending KMC 12.20 Parks: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Myers, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING CHAPTER 12.20 KMC PARK CODE TO ADD PROVISIONS FOR ANIMAL WASTE AND NOISE, AMEND FIREARM PROVISIONS, AND AMEND SMOKING PROHIBITION TO INCLUDE CANNABIS.' Discussion followed. Motion carried, all voting yes.

Ordinance No. (1st Reading) – Credit Card Use: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Lefebvre, seconded by Councilmember Myers, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF

KELSO, WASHINGTON ADDING A NEW CHAPTER 2.94 TO THE KELSO MUNICIPAL CODE ESTABLISHING PROCEDURES FOR THE USE OF CITY-ISSUED CREDIT CARDS BY CITY OFFICERS AND EMPLOYEES.' Motion carried, all voting yes.

Ordinance No. (1st Reading) – Interfund Loan: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Myers, seconded by Councilmember Lefebvre, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF KELSO AUTHORIZING THE TRANSFER OF FUNDS FROM OTHER CITY FUNDS TO THE ARTERIAL STREET FUND AND PROVIDING FOR THE REPAYMENT OF SUCH LOAN,' motion carried, all voting yes.

Ordinance No. 13-3792 – KMC 2.04 City Council: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Lefebvre, 'Adopt Ordinance No. 13-3792, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING KELSO MUNICIPAL CODE 2.04 CITY COUNCIL TO AMEND THE MEETING TIME FOR REGULAR MEETINGS AND TO REMOVE CERTAIN COUNCIL PROCEDURES.' Councilmembers Futch, Myers, Lefebvre, Roberson, and McDaniel voted yes. Councilmember Archer voted no. Motion passed 5 to 1.

Resolution No. 13-1080 – SW 7th Avenue Street Vacation: The Deputy Clerk read the proposed resolution by title only. Upon motion by Councilmember Lefebvre, seconded by Councilmember Archer, 'Pass Resolution No. 13-1080' A RESOLUTION OF THE CITY OF KELSO, WASHINGTON, INITIATING THE PROCESS TO VACATE PORTIONS OF 7TH AVENUE, FORMERLY 7TH STREET TO THE ABUTTING PROPERTY OWNERS AND SETTING A DATE FOR A PUBLIC HEARING, motion carried, all voting yes.

Resolution – Travel Reimbursement Policy: The Deputy Clerk read the proposed resolution by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Archer, 'Pass Resolution' A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO ESTABLISHING A POLICY REGARDING EMPLOYEE TRAINING AND REIMBURSING CITY OFFICIALS AND EMPLOYEES FOR EXPENSES INCURRED WHILE TRAVELING ON CITY BUSINESS; AND REPEALING PREVIOUSLY-ADOPTED RESOLUTIONS REGARDING THE SAME.' Councilmember Myers commented on a clerical discrepancy on Exhibit A of the proposed ordinance. Upon motion by Councilmember Myers, seconded by Councilmember McDaniel, 'Table the motion to pass the Resolution on 1st Reading.' Motion carried, all voting yes.

Ordinance No. (1st Reading) - : The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember

Lefebvre, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING THE 2013 BUDGET TO REFLECT REVENUES AND APPROPRIATE FUNDS TO COVER EXPENDITURES OVER AND ABOVE THOSE ANTICIPATED AT THE TIME SAID BUDGET WAS ADOPTED,' motion carried, all voting yes.

MANAGER'S REPORT:

Steve Taylor: 1) He commented that the departmental reports were distributed tonight to Council for their review. A request has been received from a councilmember that these reports are to be sent electronically. This will be done by the end of the week. 2) He reminded Council and staff that the WCIA Elected Officials Training program is on Tuesday, February 26, 2013, at 6:00 p.m. It will be held here in the council chambers. 3) He attended the Association of Washington Cities Conference along with the City of Kelso Senior Engineer Mike Kardas and Cowlitz Wahkiakum of Governments Transportation Manager Rosemary Siipola where they met with the 19th District Legislators. Funding of \$900,000 was requested for the environmental clearance documents that would move the South Kelso Railroad Crossing Project forward. Other items discussed were amendments to the Public Records Act, the expanded use of Lodging Tax dollars, and the restoration of liquor revenue funding. All of these items are moving forward in a positive direction.

COUNCIL REPORTS:

Kim Lefebvre: No report.

Rick Roberson: 1) He commented the Cowlitz Economic Development Council is moving forward with promoting businesses to the area. 2) The Cowlitz Transportation Authority is working on a new express route that extends from Ocean Beach Hwy to the Three Rivers Mall. He commented that the CTA is also working on a new route in Kelso.

Dan Myers: No report.

Todd McDaniel: No report.

Gary Archer: No report.

David Fletcher: Commented that George Hext is the new Airport Manager.

There being no further business, Mayor Fletcher adjourned the meeting at 8:29 p.m.

MAYOR

CITY CLERK

AGENDA SUMMARY SHEET

AGENDA ITEM: 1st Reading of an
Ordinance to amend provisions in
KMC Section 3.32 regarding penalties
for drafts or checks tendered to the
City and returned for non sufficient
funds.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # _____
FOR AGENDA OF: 3/5/2013
ORIGINATING DEPT: Finance
DATE SUBMITTED: 2/27/2013
COST OF ITEM: _____
AMT. BUDGETED _____

CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:
See attached ordinance.

SUMMARY STATEMENT

This ordinance is just a housekeeping amendment that will allow the City Council to adjust fees charged for NSF checks by resolution instead of ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KELSO AMENDING
ORDINANCE NO. 2978, CODIFIED AS KMC 3.32.030
REGARDING PROVIDING PENALTIES FOR DRAFTS OR
CHECKS TENDERED TO THE CITY AND RETURNED FOR NON
SUFFICIENT FUNDS.

WHEREAS, KMC 3.32 authorizes a charge for all drafts and checks tendered to the city which are returned or dishonored by the drawee bank or other such depository.

WHEREAS, the City seeks to have the amount of these fees to be set by resolution; now therefore,

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS
FOLLOWS:

SECTION 1. That Ordinance No. 2978, codified as KMC 3.32.030, is hereby amended to provide as follows:

3.32.030 Checks or drafts returned for insufficient funds—Method of collection.

A. There shall be assessed a charge ~~of ten dollars~~ for all drafts and checks tendered to the city which are returned or dishonored by the drawee bank or other such depository. *The amount assessed shall be set by resolution of the city council and shall become effective on such date specified in such resolution.*

B. The charge shall be collected from the drawer together with the proceeds of any such returned or dishonored instrument and the charge shall be considered a part of the debt or deposit due the city for which it was tendered.

C. The city may exercise any and all remedies and/or methods of collection provided for in the ordinance of the city which provides for the original debt or deposit. (Ord. 2978 § 2, 1985)

SECTION 2. This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of March,
2013.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

An Ordinance of the City of Kelso amending KMC 12.20 to address nuisance changes, firearms, and smoking.

Agenda Item: _____

Dept. of Origin: Public Works

For Agenda of: March 5, 2013

PRESENTED BY:

David M. Sypher, P.E.
Public Works Director

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

Proposed Ordinance
December 20, 2012 Park Board Minutes

SUMMARY STATEMENT:

The proposed ordinance makes several changes to the park code to address issues that have arisen since the last code update. First, the changes prohibit a few nuisance items that have been an issue, namely prohibiting animal wastes and regulating noise levels. In addition, in response to concerns from second amendment groups, the prohibition on firearms in parks is removed in light of constitutional protections.

These changes were taken to, and approved by, the Park Board during their December 20, 2012 meeting.

Finally, smoking cannabis in public parks is prohibited in the same manner as smoking of tobacco for consistency in enforcement.

FINANCIAL SUMMARY:

There is no cost for the ordinance. Signage and enforcement may be costs of implementation.

RECOMMENDED ACTION:

Move to pass the ordinance amending KMC 12.20 to address nuisance changes, firearms, and smoking on second reading.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KELSO AMENDING CHAPTER 12.20 KMC PARK CODE TO ADD PROVISIONS FOR ANIMAL WASTE AND NOISE, AMEND FIREARM PROVISIONS, AND AMEND SMOKING PROHIBITION TO INCLUDE CANNABIS

WHEREAS, the City Council would like to make revisions to the City's park code to address certain nuisances within City parks and changes within state law; and

WHEREAS, City parks are gathering places for the community and promote healthy activity within the City; and

WHEREAS, the City Council would like to clarify the prohibition of animal waste within City parks by reference to the City's animal code provisions, and further address noise nuisances within the City parks; and

WHEREAS, RCW 9.41.290 preempts the field of firearms regulation except that local governments may enact laws restricting discharge where there is a "reasonable likelihood that humans, domestic animals, or property will be jeopardized;

WHEREAS, the City Council wishes to amend KMC 2.20.190 to be in compliance with State law by removing the prohibition on possession of firearms, while protecting the public from jeopardy; and

WHEREAS the City Council finds that the discharge of a firearm across, in or into any City park presents a reasonable likelihood that humans, domestic animals, or property will be jeopardized; and

WHEREAS, tobacco free environments at public gathering places promote the health, safety, and welfare of the public; and

WHEREAS, based upon community input and the desire to protect parks as public

gathering places to promote healthy and positive community norms, the City has prohibited smoking of tobacco within its parks, and with the legalization of cannabis, the City wishes to similarly prohibit the smoking of cannabis for the same reasons;

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds that the discharge of a firearm across, in or into any park presents a reasonable likelihood that humans, domestic animals, or property will be jeopardized.

SECTION 2. That KMC 2.20 is hereby amended to provide as follows:

PARKS

Sections:

12.20.010 Title.

This chapter shall constitute the park code of the city and is declared to be an exercise of the police power of the city and to be necessary for the public peace, health, safety and welfare.

12.20.020 Constitutionality.

If any part, provision or section of this chapter is held to be void or unconstitutional, all other parts not expressly so held shall continue in full force and effect.

12.20.030 Definitions.

A. The terms used in this chapter, unless inconsistent with the context of this chapter, shall be construed as follows:

1. "Board" means the park board of the city.
2. "Director" means the director of public works.
3. "Park" means and includes all city parks, public squares, bathing beaches, bicycle paths and play and recreation grounds under the jurisdiction of the city and includes all city ballfields and all city leased or rented school or private property when the same are being used for recreation.
4. "Superintendent" means the superintendent of parks and recreation or his designee.

B. Unless inconsistent with the context of this chapter, the present, past or future tenses shall be construed to be interchangeable and words in the singular number shall be construed to include the plural.

12.20.040 Agreements with nonprofit groups for ballfield use.

The city council may from time to time authorize the director to enter into an agreement or agreements on behalf of the city, the agreements not to exceed one year in duration, with any nonprofit group, organization or association to provide for the use of park ballfields or other similar facilities for organized or league sports, by such nonprofit group, organization or association. Such agreements shall specify the conditions under which such group, organization or association may use ballfields or facilities in organized or league activities and in connection therewith may include special provisions and regulations by which such nonprofit group, organization or association may post signs advertising league sponsors or supporters, may use loudspeakers in connection with and during league activities, may sell refreshments or operate concession stands in connection with and during league activities, and may add fill material to ballfields for use in wet weather. Such agreements may authorize such nonprofit group, organization or association to charge reasonable admission fees to league games or activities. Nothing in this chapter shall be construed to prevent any such agreement or agreements.

12.20.050 Camping.

It is unlawful to camp or remain overnight in any park except at places and at such times which may be set aside for such purposes by the director.

12.20.060 Concessions.

Except as provided in this chapter, it is unlawful to sell refreshments or merchandise or offer for sale refreshments or merchandise in any park without the written permission of the director or a concession contract with the city.

12.20.070 Destruction of park property.

It is unlawful to ~~willfully~~ destroy, mutilate or deface any structure, monument, statue, fountain, wall, fence, railing, vehicle, bench, shrub, tree, lawn or grass, plant, flower, lighting system or sprinkling system or other property lawfully in any park or ballfield. No foreign matter, such as sawdust or sand, may be added to any field in order to use the field in wet weather without the consent of the superintendent.

Deleted: wilfully

12.20.080 Dogs.

It is unlawful to suffer or permit any dog to run at large in any park or to enter any lake, pond, fountain or stream therein. For the purposes of this section, dogs must be on a leash or tether and under control of a responsible person while in any park. Further, it is unlawful to permit any dog or animal to defecate in any park in violation of KMC 6.04.230.

12.20.090 Fires.

It is unlawful to build any fire in any park except in an area designated and so posted by the director.

12.20.095 Noise.

(1) It is unlawful for any person to use, operate, or play or permit to be used, operated or played in any park any radio, tape player, television, musical instrument, record player or any other machine or device producing or reproducing sound at a volume that is audible at a distance over 30 feet therefrom, except pursuant to a permit issued by the director or for events provided or sponsored by the city.

(2) Subject to park availability, the director may grant or grant with conditions a permit for an exception to subsection (1) of this section if the use of the sound amplification equipment:

- (a) Will not constitute a public nuisance;
- (b) Will not endanger the public health or safety;
- (c) Will not endanger public property; or
- (d) Is associated with an event that is open to the general public.
- (e) Complies with KMC 9.08.010

12.20.100 Hours.

All city parks shall be open from 6:00 a.m. to dusk, except the skate park which shall be open from 7:00 a.m. to dusk. It is unlawful to enter or be in any park between dusk and 6:00 a.m. of any day, except when any park is opened between such hours by the director for a special occasion; provided, this section shall not prohibit persons from simply passing through any park.

12.20.110 Interference with city employees.

It is unlawful for any person to interfere with or in any manner hinder any employee or agent of the city while performing their official duties.

12.20.120 Intoxicating liquor.

It is unlawful to consume in any park any whiskey, wine, beer or other intoxicating liquor except as may be permitted under a license or permit issued by the State Liquor Control Board and authorized by the city council.

12.20.125 Tobacco and cannabis prohibited.

The smoking of tobacco or cannabis products is prohibited in all city parks except that smoking of tobacco is allowed in designated areas. The designated areas where tobacco use is allowed shall be the parking areas within the city parks and such other areas as the director may designate by posting signage.

Deleted: use

12.20.130 Littering.

It is unlawful to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any such material therein except in designated receptacles.

12.20.140 Racing.

It is unlawful to engage in, conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal in any park.

12.20.150 Signs.

It is unlawful to place or erect any sign board, sign, billboard or device of any kind for advertising in any park without the prior consent of the park board. It is unlawful to post any other sign, decoration or erect any structure in any park without the prior consent of the park board.

12.20.155 Skate park rules.

1. This facility is used by both experienced and inexperienced skaters. Serious injury or death may result from being hit by a skateboard, falling or colliding. The City of Kelso does not assume responsibility for injuries. SKATE AT YOUR OWN RISK! This skate park is NOT supervised.
2. The use of protective equipment, including helmets, knee and elbow pads, and wrist guards, is strongly recommended.
3. Do not litter.
4. Alcohol, tobacco products, and illegal substances are prohibited.
5. Glass containers are prohibited.
6. Modifications to skate park structures are prohibited.
7. Addition of any obstacles or other structures is prohibited.
8. Motorized vehicles are prohibited.
9. Spectators in the skating area are prohibited.
10. Skating in parking area or areas outside the skating area is prohibited.

Officials of the City of Kelso shall have the authority to eject from the park any person engaging in unlawful behavior on park property, and may further eject any person from returning to the park for a period of seven days. Any person in violation of a trespass order shall be guilty of criminal trespass in the second degree, subject to Kelso Municipal Code 12.20.

In case of an emergency – call 9-1-1.

For maintenance issues – call (360) 577-7119.

12.20.160 Solicitation.

It is unlawful for any person to act as a peddler or solicitor, or sell or offer for sale any merchandise or service, or to seek or solicit donations or operate or use any loudspeakers in any park without a written permit issued by the city.

12.20.170 Sports.

It is unlawful to practice or play golf, baseball, softball, football, archery, soccer, hockey, tennis, badminton or other games of like character or to hurl or propel any airborne or other missile in such a manner as to interfere with other park users, except in those areas designated for such usage by the director

12.20.180 Watercraft.

It is unlawful to have, keep or operate any boat, float, raft or other watercraft in or upon any slough, river or creek within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at places set apart for such purposes by the board and so designated by signs and except in a case of an emergency.

12.20.190 Weapons and fireworks.

Fireworks, bows, arrows, and slingshots are prohibited in any park. It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, BB gun, pellet gun, bow and arrows, or use any slingshot in any park; provided, the proper authorities, with the consent of the director of parks, may issue permits for use of safe and sane fireworks in specified areas where fire hazards will not be increased and where the use of the fireworks will be under proper supervision and fireworks displays may be permitted upon securing of a proper permit pursuant to state law and other city ordinances; provided further, this section shall not prevent establishment in any park of a properly designated archery range or course.

Deleted: Firearms

Deleted: f

Deleted: air rifles, BB guns, pellet guns

Deleted: carry any firearms or

12.20.200 Vehicle operation.

It is unlawful to ride or drive any bicycle, motor vehicle, horse or pony over or through any park except along and upon the park drives, parkways, park boulevards and/or appropriately marked paths; or at a speed in excess of fifteen miles per hour, or to stand or park any vehicle except in areas designated and posted by the director. Any car parked in an area not designated by the director for parking, or otherwise parked in violation of this chapter or in such a way as to obstruct traffic, or any car which is apparently abandoned in any park, may be summarily removed and impounded upon order of the director.

12.20.210 Violation—Penalty.

Violation of or failure to comply with the provisions of this chapter shall constitute a misdemeanor and be punished as provided in the ordinances of the city.

12.20.220 Violation—Prosecution.

Anyone concerned in the violation of this chapter, whether directly committing the act or omitting to do the thing constituting the offense, or who aids or abets the same, is and shall be a principal under the terms of this chapter and shall be proceeded against and prosecuted as such.

SECTION 3. SEVERABILITY. The provisions of this Ordinance are declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect 5 days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of _____, 2013.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

Kelso Parks & Recreation Division

1606 Tam O'Shanter Way

P.O. Box 819

Kelso, WA 98626

Ph: 360-577-7119 Fax: 360-423-6591



Park Board Meeting

December 20, 2012

Call to Order:

Scott DeRosier called the meeting to order at 7:01 p.m. at City of Kelso City Hall Council Chambers, 203 S. Pacific Ave.

Those present were as follows:

Park Board Members

Scott DeRosier

Jerry Phillips

Bob Smith

Dan Jones

Staff

Tim Macklin, Parks Lead

Nina Caulfield, Recording Secretary

Excused Absence

Pamela Jo (PJ) Enbusk

Also In attendance:

Gary Archer, City of Kelso Council Member

Approval of Minutes:

MOTION: Jerry Phillips made the motion, seconded by Dan Jones to approve the minutes of November 15, 2012. Motion carried, all in favor.

Business:

1. Park Code Updates Ordinance

Upon review of the proposed updates, Dan requested some changes to the weapons and fireworks section. He did not like the total removal of all mention of firearms in Section 12.20.190 of the Kelso City Code. He stated how RCW 9.41.300 allows the restriction except for the people that have concealed pistol licenses and those who are required to carry for their job. There are a couple of exceptions to that, that should be added to the code rather than removing it all together. Firearms are prohibited except how it reads in RCW 9.41.300 section 2. Including the showing and demonstrating of weapons and firearms.

Jerry agrees that the proposed update is rather vague.

Scott spoke to the fact that we are still a rural hunting and fishing community.

Kelso Parks & Recreation Division

1606 Tam O'Shanter Way

P.O. Box 819

Kelso, WA 98626

Ph: 360-577-7119 Fax: 360-423-6591



Bob told a story of a man out of control in the park a few years back and how even if he had a concealed weapon permit, he shouldn't have been able to carry in the park due to his mental state. He doesn't agree that there should be exceptions.

Dan explained that the change has been made because the City's cannot say no to firearms. However, it should read just like the RCW, and restrict it to how that says to.

Dan made a motion to amend 12.20.190 to reflect the limitations of RCW 9.41.300. Jerry seconded. Motion lost with Dan and Jerry in favor and Bob and Scott opposed.

Dan made a motion to accept the Park Ordinance updates as a whole. Bob seconded. Motion carried with Bob, Scott, and Jerry in favor and Dan opposed.

2. Update on League Agreements – Tim Macklin

Tim explained that the league agreements are in place to lease the fields. The fees involved have included a deposit for water and sewer charges. Due to differences in usage, and to do away with the management of those deposits, it has been proposed that each league create and manage their own water/sewer accounts. They will be required to pay their own bi-monthly bill, and manage their turn-ons and temporary turn-offs for each season. Sewer fees would not be charged on the irrigation meters. This would also give the leagues the ability to manage their water usage, which could provide a cost savings.

Tim stated that the lease fees, not including water/sewer deposits, for each league are \$1000 except for the Soccer Club, \$450, and the Boxing Club, \$250. Included in those fees are the costs of park maintenance (mowing, parking lot, restroom supplies, and garbage) and electricity. Total electrical bill for Tam O'Shanter Park for the past twelve months was \$25,263.83. Minus the combined cell towers usage of \$8928.24, it shows a net usage of \$16,335.59. The total income for the park is only \$3700 from the lease agreement fees. That leaves a \$12,635.59 balance to come out of the general budget just to cover the electricity bill alone.

Tim brought up a thought, about drawing a big circle around the park and perhaps imposing a fee to the businesses that benefit from the crowds the tournaments bring in to help offset the cost to the park.

Scott agrees. In one Girls Softball season alone, the Red Lion brought in \$53,000 from tournament lodging revenues. That was many years ago, and the tournaments have exploded in size since then. It would be hard to draw the circle, because Longview and Kelso benefit through their restaurants and stores as well.

Kelso Parks & Recreation Division

1606 Tam O'Shanter Way

P.O. Box 819

Kelso, WA 98626

Ph: 360-577-7119 Fax: 360-423-6591



Scott had requested a copy of the Lodging Tax distribution for this year. He questioned how much revenue was generated by the tax as well. It was determined that this year the projected revenue is set to be \$135,000. Discussion followed.

Jerry expressed his appreciation for the City in subsidizing the electric charges and how the water/sewer bills will not be that big, and shouldn't be a problem - although he understands both sides of the issue.

Tim believes, from past history, the bills should average \$130 every two months and could be less with better water management and closer monitoring. The other option, to having the leagues manage their own water/sewer accounts, would be to have an increase the league fees.

Bob made a motion to approve the new lease agreements, not requiring a water/sewer deposit, but requiring the leagues to create and manage their own water/sewer accounts. With a recommendation from the Park Board that there will not be a deposit required for the new account leagues. Dan seconded. Motion carried with Scott, Bob, and Dan approving and Jerry abstaining.

3. Parks Updates -- Tim Mackin

- a. Tons of limbs and leaves.
- b. Pretty quiet as of late except for repairing some vandalism to the picnic tables. Park is pretty much shut down for the winter.

Meeting adjourned at 8:16 pm.

Approved:

Scott DeRosier

Tim Mackin, Parks Lead

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Ordinance Adding Chapter
2.94 Credit Card Use to the Kelso Municipal
Code.

Agenda Item: _____

Dept. of Origin: _____ City Manager

For Agenda of: _____ March 5, 2013

Originator: _____ Steve Taylor

PRESENTED BY:

Steve Taylor

City Attorney: _____ Janean Parker

City Manager: _____ Steve Taylor

Agenda Item Attachments:

Ordinance

"Exhibit A" KMC 2.94 Credit Card Use

SUMMARY STATEMENT:

The City uses credit cards for the purchase of goods and services as well as allowable travel expenses for employees and city officials. KMC 2.94 Credit Card Use establishes and codifies procedures for issuing, using, and maintaining accountability for city credit cards. The ordinance helps the City comply with applicable state law and auditor requirements.

RECOMMENDED ACTION:

Move to approve the Ordinance adopting KMC 2.94 Credit Card Use on second reading.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF KELSO, WASHINGTON ADDING A
NEW CHAPTER 2.94 TO THE KELSO MUNICIPAL CODE ESTABLISHING
PROCEDURES FOR THE USE OF CITY-ISSUED CREDIT CARDS BY CITY
OFFICERS AND EMPLOYEES**

WHEREAS, the City Council finds the use of credit cards allows for the efficient operation of the City when purchasing goods, supplies and other items from vendors, as well as, charging expenses incident to authorized travel; and

WHEREAS, RCW 43.09.2855 and RCW 42.24.115 authorize the use of credit cards for governmental purchases and expenses incident to authorized travel provided the City adopts a system relating to the distribution, authorization, credit limits, payment and control of the use of such credit cards.

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. That Kelso Municipal Code 2.94 is hereby adopted as set forth in Exhibit A, attached hereto and hereby incorporated:

SECTION 2. SEVERABILITY. The provisions of this Ordinance are declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect 5 days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of

_____, 2013.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

Chapter 2.94

CREDIT CARD USE

Sections:

2.94.010 Definitions.

2.94.020 Issuance, use and control of credit cards.

2.94.010 Definitions.

As used in this chapter, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer.

2.94.020 Issuance, use and control of credit cards.

The City adopts the following system for the issuance, use and control of credit cards by City officials and employees.

A. The finance director is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

1. Issuance and Use. Credit cards may be issued to the City of Kelso and used by City officials and authorized employees for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City.

2. Authorization and Control. Upon authorization from the city manager or designee, City employees may obtain credit cards from the finance director who shall maintain a ledger of the individual receiving the credit card, including the date the card was received. City council members may obtain credit cards from the finance director for travel expenses incurred outside Cowlitz, Lewis, and Clark Counties, Washington. The finance director shall implement accounting controls to ensure the proper use of credit cards and credit card funds.

3. Credit Limits. The credit limit shall not exceed ~~\$5,000~~ **\$7,500** per card.

4. Payment of Bills. The finance director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.

6. Cash Advances. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures. Submission of a fully itemized travel expense voucher by the employee or officer is required. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City within thirty (30) days of the credit card billing date. The City shall have the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company.

C. The city manager is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The city manager may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation.

D. The city manager is authorized to adopt any additional rules or policies necessary to implement the provisions of the ordinance codified in this section.

AGENDA SUMMARY SHEET

AGENDA ITEM: Ordinance 2nd reading.
Budget revision #1 for the 2013 fiscal year.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # _____
FOR AGENDA OF: 3/5/2013
ORIGINATING DEPT: City Manager/Finance
DATE SUBMITTED: 2/27/2013
COST OF ITEM: \$320,000
AMT. BUDGETED _____
CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:

See attached Ordinance

SUMMARY STATEMENT

The Lodging Tax Advisory Committee met on February 19, 2013 to consider the City of Kelso's request for the allocation of up to \$115,000 for its portion of the replacement cost of the Visitors Information Center at Allen St & Minor Road. The total estimated replacement cost including removal of the existing buildings, site preparation, acquisition of new facility, and landscaping/signage is \$300,000. The City has received approval of \$100,000 in Rural Public Facilities funding from Cowlitz County, and a capital contribution commitment from the Kelso-Longview Chamber of Commerce of up to \$100,000. The City does not plan to have its portion of the expenditures exceed \$100,000, but is requesting a contingency of \$15,000 to cover any unknown issues.

Additionally, the City requested an additional \$5,000 for "City Marketing" which would include the redesign and printing of new brochures, tourism-related improvements to the City's website, and

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF KELSO AMENDING THE
2013 BUDGET TO REFLECT REVENUES AND APPROPRIATE FUNDS
TO COVER EXPENDITURES OVER AND ABOVE THOSE
ANTICIPATED AT THE TIME SAID BUDGET WAS ADOPTED.**

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. That by reason of the inability of the City and its officials to foresee and compute with accuracy the actual revenue and necessary expenditures of public funds for the current expenses of the City, it is deemed necessary to make the following amendment to the budget by increasing the following line items by the amounts set forth below for the 2013 Budget, to-wit:

STADIUM FUND

Revenues

106-20-308-00-00	Beginning Fund Balance	\$ 120,000.00
106-20-336-00-00	Rural County Development Grant	\$ 100,000.00
106-20-367-00-00	Contributions – Chamber of Commerce	\$ 100,000.00

Expenditures

106-20-519-90-44-0	City Advertising	\$ 5,000.00
106-20-594-79-62-1	Tourist Center Structure	<u>\$ 315,000.00</u>
		\$ 320,000.00

SECTION 2. It is hereby ordered that the aforesaid sum be and the same is hereby appropriated in excess of the budget of the City of Kelso for 2013 and further that said budget be and the same is hereby amended accordingly.

SECTION 3. This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of March, 2013.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Resolution Adopting New
City of Kelso Training and Travel
Reimbursement Policy.

Agenda Item: _____

Dept. of Origin: _____ City Manager

For Agenda of: _____ March 5, 2013

Originator: Steve Taylor _____

PRESENTED BY:

Steve Taylor

City Attorney: Janean Parker

City Manager: Steve Taylor

Agenda Item Attachments:

Resolution
"Exhibit A" Training and Travel Reimbursement Policy

SUMMARY STATEMENT:

The City reimburses officials and employees for lawful travel expenses incurred when conducting business on the City's behalf. Various resolutions have been adopted by the Council over the years to define and regulate the types of travel expenses allowed, rules on the use of personal vehicles for travel, and per diem rates for meals. A significant amount of time is spent accounting for these expenses as well as processing reimbursements or credit card travel vouchers for employees. The policy is cumbersome, inefficient and in need of amendment.

The attached policy states the City's advocacy for employee training and defines allowable and non-allowable travel expenses as well as how travel expenses may be incurred, reimbursed, and processed for accountability. The per diem rate for meals reimbursement is replaced with allowing expenses that are "customary and reasonable." Department Heads will be responsible for monitoring travel expenses through their travel budgets and regular review of employee expense vouchers. The City's elected officials, City Manager, Department Heads, and Volunteers/Non-Employees eligible for reimbursement will all fall under this policy.

The resolution also repeals all earlier travel and mileage reimbursement resolutions adopted through the years.

RECOMMENDED ACTION:

Move to approve the resolution adopting the City of Kelso Training and Travel Reimbursement Policy.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
KELSO ESTABLISHING A POLICY REGARDING EMPLOYEE
TRAINING AND REIMBURSING CITY OFFICIALS AND
EMPLOYEES FOR EXPENSES INCURRED WHILE
TRAVELING ON CITY BUSINESS; AND REPEALING
PREVIOUSLY-ADOPTED RESOLUTIONS REGARDING THE
SAME.**

WHEREAS, the City Council wishes to promote and facilitate training and career education which meets the dynamic needs of the City; and

WHEREAS, it is appropriate to reimburse expenses lawfully incurred by City officials and employees while on travel status or conducting City business; and

WHEREAS, previous travel reimbursement policies have been adopted by City Council resolution and the City Council wishes to amend these policies for the efficient administration and conduct of City business.

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE
AS FOLLOWS:

SECTION 1. The City of Kelso Training and Travel Reimbursement Policy dated February 19, 2013, attached as Exhibit A, is adopted.

SECTION 2. Resolution Nos. 06-914, 96-735, 620, 590, 566, 417, 367, 320, and 137 are hereby repealed.

SECTION 3. This resolution shall be effective immediately upon its adoption.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of _____, 2013.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

EXHIBIT A

City of Kelso Training and Travel Reimbursement Policy

(Adopted by Resolution No. _____ March 5, 2013)

POLICY

The City promotes and facilitates training and career education which meets the dynamic needs of the City. Expenses lawfully incurred by City employees and officials while on travel status or conducting City business will be reimbursed. In the event of a conflict between this policy and a collective bargaining agreement currently in effect, the terms of the latter will prevail.

A. EMPLOYEE TRAINING

1. **Training Encouraged.** It is the policy of the City to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the City will be more efficient and effective. Employees are encouraged to continue their formal education through participation in educational programs off-duty or during non-working hours.
2. **Professional Organizations.** Employees who belong to professional organizations that promote individual professional growth, competence and effectiveness in functioning as City employees may be allowed to use work time to attend local, state, and national meetings subject to prior approval by the City Manager and budgetary limitations. Normally, attendance at a given conference, etc. is specifically itemized in the annual budget in order to facilitate approval.
3. **Approval.** Attendance at a training program is approved at the Department Head level, except as follows:
 - a) **Out-of-State Travel.** Attendance at a training program involving out-of-state travel by an employee requires approval by the City Manager prior to registration.
 - b) **Unbudgeted Training.** Attendance at training programs in excess of three days and which have not been anticipated in the budget requires approval by the City Manager prior to registration.
4. **Disputes.** Any dispute regarding eligibility or the level of reimbursement may be appealed to the City Manager for resolution.
5. **City-Sponsored Training.** City-sponsored and required training is generally arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training is recorded as time worked.

B. TRAVEL AUTHORIZATION AND REIMBURSEMENT

This procedure applies to all City of Kelso employees, elected officials, volunteers, and other non-City employees entitled to payment of or reimbursement for expenditures. City employees and officers are entitled to payment of and reimbursement for lawful expenditures incurred on official City business.

1. **Travel Approval.**
 - a) **Eligibility.** Section B.1 does not apply to City Council members or to the City Manager.

- b) **Out-of-State Travel.** Out-of-state travel requires the prior approval of the City Manager or designee.
- c) **In-State Non-local Travel.** The time and mode of travel requires the prior approval of the employee's Department Head.

2. Travel Expense.

- a) **Allowable Travel Expense.** Allowed travel expenses include transportation, lodging, meals and other related expenditures, lawfully incurred by officers and employees of the City.
 - i. The meals and lodging are reimbursed at a cost deemed customary and reasonable.
 - ii. Tips are allowable expenditures, when they approximate 15% or less, unless the restaurant or service provider sets a mandatory group rate at a higher percent.
- b) **Non-Reimbursement or Prohibition of Travel Expense.** Unauthorized travel expenses include but are not limited to the following items, and no reimbursement will be allowed for the following:
 - i. Liquor
 - ii. Expense of a spouse or other persons not authorized to receive reimbursement under this policy
 - iii. Personal entertainment
 - iv. Theft, loss or damage to personal property
 - v. Barber or beauty parlor
 - vi. Airline or other trip insurance
 - vii. Personal postage
 - viii. Reading material except for that associated with official City business
 - ix. Personal telephone calls, except for a daily call of short duration to immediate family
 - x. Personal toiletry articles
 - xi. Valet or laundry service

Prohibited expenses charged to the City in error must be immediately reimbursed.

- c) **Conferences, Meetings, Seminars.**
 - i. Where a meal is included in a registration package, the cost of a meal eaten elsewhere is not reimbursable unless its purpose is to allow the conduct of City business.
 - ii. For meetings or seminars hosted by an organization for which the City pays membership dues, lodging is limited to the amounts that are reasonable and necessary based upon the government or conference rate offered by the host hotel(s).
 - iii. When an extra day's stay would significantly reduce airfare beyond the extra day's hotel and meals, the City Manager or designee may allow that extra day's expense.

- d) **Volunteers and Non-City Employees.** Non-City employees are entitled to payment of or reimbursement for expenditures under the following conditions.
 - i. **Official City Business.** Authorization by the City Manager or designee is included with the payment request, which identifies the name(s) of the individual(s), their official title or capacity as it relates to City business, the nature of the topic(s) discussed and the reason the expenditure is being reimbursed.
 - ii. **Recruiting Costs.** The City reimburses the expenses as described in B.2 a) and b) of candidates for certain employment positions, excluding elected officials, with advance approval of the City Manager. Expenses are to be documented and given to the recruiting official, who prepares the reimbursement claim. The interview and arrangements for transportation and lodging are made by the City Manager's Office or designee.
 - iii. **Reimbursement by another Agency.** The City does not reimburse an expense if that expense is reimbursable by another agency.

3. Payment of Expenses.

- a) **Use of City Credit Cards.** Use of City credit cards for travel is authorized in accordance with the City's most current Credit Card Use ordinance in effect.
- b) **Prepayment.** Examples of travel expenses subject to prepayment include registration fees, airline tickets, and certain lodging, where the cost is part of the registration package. Evidence of approval is needed.
- c) **Direct Billing.** Direct billing to the City for expenses such as meals and lodging is prohibited, unless authorized by the City Manager or designee. When authorized, direct billings still require a full explanation and itemization of expenses.
- d) **Travel Expense Voucher/Credit Card Voucher Usage Form.** Within five (5) working days on return from the travel, the employee/officer completes the Travel Expense Voucher/Credit Card Voucher Usage Form and submits it to the Finance Department enclosing any amounts due the City, or indicating the amount due the employee/officer. The actual amounts expended are written on the form and itemized receipts attached.
 - i. Itemized receipts for meals should contain a brief description of the purpose of the meal expense and identify all persons served if not otherwise identifiable.
 - ii. In the event an itemized receipt is not available, the employee or officer must submit a signed statement of the services received including certification that no unauthorized purchases were made. The statement must be approved by the appropriate Department Head. City Councilmembers and Department Heads shall submit statements to the City Manager or Finance Director for approval.

4. Use of Personal Vehicle.

- a) **Reimbursement.** Employees/officers are encouraged to use City vehicles whenever possible. Expenses for the use of personally owned vehicles in the course of City business are reimbursed at the then-current U.S. Government (IRS) rate. Employees that use their personal car for City business must carry at a minimum, the Washington State required coverage. Employee is responsible for maintaining this coverage.

- b) **Employee/Official Passengers.** Should more than one employee/official travel in the same personal vehicle on City business, only the individual owning the vehicle is entitled to reimbursement for transportation.
- 5. **Cancellation.** An employee/officer adheres to cancellation deadlines when canceling conferences, seminars, regional meetings, hotel, and airfare, or any other advanced payment or obligation made on his/her behalf. Except in the case of a personal or family emergency, or in the event the cancellation was a City business decision, expenses incurred by the City resulting from failure to conform to cancellation deadlines are the responsibility of the City employee or officer.

C. CITY SPONSORED TRAINING AND BUSINESS-RELATED EXPENSES

- a) Expenses related to City-sponsored training and City business where out-of-the-area travel is not required is authorized for reimbursement (i.e. onsite training functions, employment selection processes, or business activities with outside entities for economic development purposes). If the activity is scheduled to last longer than half of the business day and or naturally overlaps into a meal period, then it may be appropriate to provide a meal or refreshments to those in attendance. Such expenses are permitted with advance approval of the City Manager.
 - b) Business expenses and activities related to the City's Economic Development endeavors and activities with industry groups and private sector organizations fall under the direction of the City Manager. Expenses and reimbursement requests related to such activities (i.e. food, light refreshments, etc.) to be provided during said activities must be authorized in advance by the City Manager.
 - c) Travel and reasonable and customary meal expenses incurred by City employees/officers while conducting City-related business that occurs during or overlaps into normal meal schedules are eligible for reimbursement within the budgetary constraints of each department.
- D.** Reasonable exceptions to this policy may be made by the City Manager in accordance with state law.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Public Works 2013 vehicle purchase

Agenda Item: _____

Dept. of Origin: Public Works

For Agenda of: March 5, 2013

PRESENTED BY:

David M. Sypher, P.E.
Public Works Director

Cost of Item: _____

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

Vehicle Matrix
Proposed Resolution

SUMMARY STATEMENT:

The Public Works Department (Operations and Engineering) are requesting various pieces of rolling stock for replacement along with one new purchase. These vehicles will be replacing vehicles that are well over 10 years old and have served their purpose. At the present time, as noted in the attached matrix, most of these vehicles are in need of some very major repairs costs compared to their value, and so it would be in the best interest of the citizens of Kelso to replace these vehicles.

Our fleet replacement program is based on a 7 year replacement rotation for small pickups and equipment and 15-20 year replacement for Heavy Equipment. Each year when a vehicle is up for replacement, we first review the condition to see if it is in actual need of replacement. Even though money had been put aside for replacement, we have not actually purchased new replacements since 2008-9, which delay has resulted in an unusually large quantity order at this time.

The approved budget has the following purchases allocated.

Public Works:

- Engineering:
 - Replace a 1997 GMC Sonoma pickup with a compact vehicle-\$21,000.
- Parks:
 - Replace a 1997 Chevrolet pickup with a similar pickup for day to day park maintenance needs-\$26,000
- Storm Water/Street:
 - Replace a 2 WD pickup with a 4WD Pickup - \$31,300
 - Replace a 2 yard, 2WD dump truck with a 2WD dump truck with a 2-2.5 yard dump body - \$42,900.
- Water/Sewer:
 - Replace 2002 Dodge Service Pickup with like pickup and reuse the Load N Go box in the bed of truck \$25,900.
 - Replace a 2000 Chevrolet Service Duty Truck with like truck and a service body \$56,000.

- Replace a 2001 Sonoma Pickup with like size pickup \$19,000.
- Purchase new service truck with service body similar to the one above to be able to split workforce and direct them into an area that may be more utilized to complete additional tasks. Water/Sewer crews are performing construction work out of a 1979 Chevy van limiting their ability to perform the job efficiently. For example the van cannot pull a trailer to haul shoring boxes or excavators, carry pipe, has no room to have a pipe vise to tighten brass and copper parts which is an everyday function, no room for a generator, air compressor, no lighting for night work. The van is best utilized for summer helpers painting fire hydrants and mowing lawns. \$56,000.

Each vehicle will require additional specialized equipment, electronics and data equipment which has been included in the above prices.

FINANCIAL SUMMARY:

Total costs for the vehicle (purchase and set-up) not to exceed the budgeted amount of \$283,401.00 plus trade-in value.

Vehicles are to be purchased in accordance with Washington State Purchasing Division.

The replaced vehicles will be declared surplus and traded to a local dealer. We anticipate an additional \$22,632.00 from trade-in values.

RECOMMENDED ACTION:

Move to approve the purchase of the listed rolling stock not to exceed \$283,401.00 plus trade-in, authorize City Manager to execute the necessary purchase orders, and approve the vehicle surplus resolution.

VEHICLE MATRIX

[illegible]

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF KELSO, WASHINGTON,
DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY
OF KELSO TO BE SURPLUS AND DIRECTING THE
DISPOSITION THEREOF.**

THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY RESOLVE:

SECTION 1. The item(s) of personal property listed below are hereby declared
to be surplus and no longer necessary use to the City:

2001 Sonoma	VIN# 1GTCS19W618212036
2000 Service Truck	VIN# 1GBKC34J6YF421240
1997 Pickup	VIN# 1GCGC29RXVE241254
2002 Service Pickup	VIN# 3B7KC23Z22M277058
2001 Service Pickup	VIN# 1B7KC23Z41J587191
2001 Dump Truck	VIN# 3B6MC36571M545922
1997 S10 Pickup	VIN# 1GCCS19X3VK229281

SECTION 2. The personal property described herein shall be disposed of
according to city policy.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of
_____, 2013.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY